

OFFICE OF THE ATTORNEY GENERAL-HUMAN RESOURCES SECTION  
LEGAL SECRETARY I & II APPLICATION SUPPLEMENT (SF 127)

INSTRUCTIONS: Next to each numbered statement of this page, **list the letter** of the highest skill level achieved on each of your Legal Secretary jobs. If you wish to list more than four jobs, use a second supplemental form.

Part I

- A. I have not performed this function as part of this job.**  
**B. I have performed this function occasionally in this job.**  
**C. I have performed this function often, under supervision, as a regular part of this job.**  
**D. I have performed this function often, on my own with little supervision, as a regular part of this job.**

Employer:_____	Employer:_____	Employer:_____	Employer:_____
Position:_____	Position:_____	Position:_____	Position:_____
From:_____	From:_____	From:_____	From:_____
To:_____	To:_____	To:_____	To:_____

- |  |       |       |       |       |
|--|-------|-------|-------|-------|
| 1. Complete legal notices and forms from marginal notes, oral or written directions.                 | _____ | _____ | _____ | _____ |
| 2. Schedule and maintain the court calendar.   | _____ | _____ | _____ | _____ |
| 3. Set-up and/or arrange meetings.   | _____ | _____ | _____ | _____ |
| 4. Screen incoming mail, assign priorities and attach appropriate background material for reference. | _____ | _____ | _____ | _____ |
| 5. Independently compose general correspondence.   | _____ | _____ | _____ | _____ |
| 6. Perform a considerable amount of administrative office detail.                                    | _____ | _____ | _____ | _____ |
| 7. Answer inquires concerning legal actions, procedures and/or progress.                             | _____ | _____ | _____ | _____ |

(OVER)

PART II

**Indicate your level of proficiency in preparing each of the following, using A, B, or C in the chart below.**

I have **prepared** these:

**A. Under direct supervision**

\_\_\_\_Agreements

\_\_\_\_Petitions

**B. Following general, oral or written directions**

\_\_\_\_Subpoenas

\_\_\_\_Briefs

**C. Independently without instructions or direction**

\_\_\_\_Legal notices

\_\_\_\_Legal opinions

\_\_\_\_Depositions

\_\_\_\_Pleadings

\_\_\_\_Interrogatories

\_\_\_\_Motions

\_\_\_\_Memoranda

Part III

If you have taken and passed the "Professional Legal Secretary Examination," give date and location of the test.

Date\_\_\_\_\_Location\_\_\_\_\_

The importance of completing the information requested in this supplement is stressed. Information submitted within this supplemental form must be thoroughly and carefully completed as this information is necessary in the evaluation process. Failure to provide complete information concerning your experience as requested may affect your evaluation. Please answer all questions. Questions not answered will be considered to indicate you have not performed that particular function.

APPLICANTS WILL NOT BE PERMITTED TO CHANGE OR ADD TO THIS FORM AFTER IT HAS BEEN SUBMITTED. ALL INFORMATION IS SUBJECT TO VERIFICATION. FALSE CLAIMS RELATIVE TO THE SUPPLEMENTAL INFORMATION REQUESTED MAY RESULT IN AN INELIGIBLE RATING OR REMOVAL FROM THE LIST OF ELIGIBLES.

Please submit completed forms to the Arizona Attorney General's Office, Human Resources Section, 1275 W. Washington, Phoenix, AZ 85007. If you have any questions or comments, please call (602) 542-8052.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed or typed name)